



# Town of Hopkinton

Office of Select Board

330 Main Street, Hopkinton, NH 03229-2627 - (603) 746-3170 – [www.hopkinton-nh.gov](http://www.hopkinton-nh.gov)

**SELECT BOARD  
PUBLIC MEETING AND HEARING MINUTES  
Hopkinton Town Hall – 330 Main Street  
Monday, April 21, 2025  
Approved**

## **I. CALL TO ORDER:**

Chair Dunlap called this Public Meeting of the Select Board to order at 5:30 p.m., on Monday, April 21, 2025, and introduced the members of the Board.

### **Select Board**

**Members Present:** Sabrina Dunlap; Steven Whitley; Jeff Donohoe; Victoria Bram; and Alyssa McKeon

**Staff Present:** Neal Cass, Town Administrator; TJ Hennessey, Police Chief; and Cara Johnson, Administrative/ Assessing Assistant

**Public Participants:** Byron Carr; Louise Carr; Michelle Cedillo; Bonnie Christie (Zoom); Loren Clement; Amanda Gilman (Zoom); Gayle Kimball; and David White

## **II. POINTS OF PRIDE:**

Mr. Cass began by noting appreciation for the personnel of the Hopkinton Fire Department and multiple Mutual Aid Fire Departments, who have been battling a large brush and structure fire this afternoon and evening. He thanked Finance Director Kelly Henley, who was the coordinator for the Town Administrator candidate review and interview committee, and the committee members: DPW Director Dan Blanchette, Police Chief TJ Hennessey, Town Clerk/Tax Collector Christine Johnson, Recreation Director Paula Simpkins, and Fire Chief Jeff Yale. For completing all the paperwork for the three bonds, he thanked Finance Director Kelly Henley and Grant Coordinator Beverly Mesa-Zendt. Having had four more site visits with the Select Board since the most recent meeting, he also thanked all the staff of the Hopkinton Town Library, Slusser Center, Wastewater Treatment Plant, and Transfer Station for the informative tours. Ms. McKeon and Chair Dunlap also expressed their appreciation for the staff taking the time to provide all the valuable insight into the work of their departments.

As this is the last Select Board meeting for Town Administrator Neal Cass, Mr. Donohoe thanked him for all he has done, and everyone present shared in a round of applause. Chair Dunlap shared a reminder of the details for the farewell party for Mr. Cass on May 8 at Town Hall.

## **III. ADMINISTRATIVE:**

- A. The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of April 21, 2025, taking the following action on a motion made by Mr. Whitley and seconded by Mr. Donohoe:

**TOWN OF HOPKINTON - SELECT BOARD  
CONSENT AGENDA  
APRIL 21, 2025**

<b>ITEM</b>	<b>DATE</b>	<b>ACTION</b>	<b>COMMENT</b>
<b>AP MANIFEST</b>			
AP MANIFEST DATED 4/21/2025	4/21/2025	APPROVE	\$1,893,230.00
<b>EMPLOYEE PAYROLL</b>			
EMPLOYEE PAYROLL DATED 4/21/2025	4/21/2025	APPROVE	\$107,006.77
DIRECT DEPOSIT: \$103,378.78			
PAYROLL CHECKS: \$3,627.99			
<b>PREVIOUSLY APPROVED - NO ACTION NEEDED</b>			
AP MANIFEST DATED 4/14/2025			\$76,347.94
AP MANIFEST DATED 3/31/2025			\$28,381.40
<b>INTENT TO CUT</b>			
OP #25-227-02-T - 221-067-000 - 426 BOUND TREE RD	4/21/2025	APPROVE	
<b>OTHER</b>			
HEALTH OFFICER NOMINATION FORM - YALE	4/21/2025	APPROVE	

**VOTE:** Dunlap, Whitley, Donohoe, Bram, and McKeon voted in favor of the motion, no votes against; **MOTION PASSED 5-0.**

- B. The Board reviewed the Select Board Public Meeting Minutes of April 7, 2025. Mr. Whitley made a motion to approve the Select Board Public Meeting Minutes of April 7, 2025, with an amendment to the nonpublic sessions portion of the minutes, to remove references to his being at the meeting, as he was not present. Ms. Bram seconded the motion as amended.

**VOTE:** Dunlap, Whitley, Donohoe, Bram, and McKeon voted in favor of the motion, no votes against; **MOTION PASSED 5-0.**

- C. The Board reviewed the Select Board Nonpublic Session I Meeting Minutes of April 7, 2025. Mr. Whitley made a motion to approve the Select Board Nonpublic Session I Meeting Minutes of April 7, 2025, with an amendment to remove references to his being at the meeting, as he was not present. Mr. Donohoe seconded the motion. Chair Dunlap noted that the minutes are not sealed.

**VOTE:** Dunlap, Whitley, Donohoe, Bram, and McKeon voted in favor of the motion, no votes against; **MOTION PASSED 5-0.**

- D. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of April 7, 2025. Mr. Whitley made a motion to approve the Select Board Nonpublic Session II Meeting Minutes of April 7, 2025, with an amendment to remove references to his being at the meeting, as he

was not present. Mr. Donohoe seconded the motion. Chair Dunlap noted that the minutes are sealed.

**VOTE:** Dunlap, Whitley, Donohoe, Bram, and McKeon voted in favor of the motion, no votes against; **MOTION PASSED 5-0.**

- E. The Board reviewed the Select Board Nonpublic Session III Meeting Minutes of April 7, 2025. Mr. Whitley made a motion to approve the Select Board Nonpublic Session III Meeting Minutes of April 7, 2025, with an amendment to remove references to his being at the meeting, as he was not present. Mr. Donohoe seconded the motion. Chair Dunlap noted that the minutes are not sealed.

**VOTE:** Dunlap, Whitley, Donohoe, Bram, and McKeon voted in favor of the motion, no votes against; **MOTION PASSED 5-0.**

- F. The Board reviewed the Select Board Public Meeting Minutes of April 8, 2025. Mr. Whitley made a motion to approve the Select Board Public Meeting Minutes of April 8, 2025. Mr. Donohoe seconded the motion.

**VOTE:** Whitley, Donohoe, Bram, and McKeon voted in favor of the motion, Dunlap abstained (not present), no votes against; **MOTION PASSED 4-0.**

- G. The Board reviewed the Select Board Public Meeting Minutes of April 11, 2025. Mr. Whitley made a motion to approve the Select Board Public Meeting Minutes of April 11, 2025. Ms. McKeon seconded the motion.

**VOTE:** Dunlap, Bram, and McKeon voted in favor of the motion, Whitley and Donohoe abstained (not present), no votes against; **MOTION PASSED 3-0.**

- H. The Board reviewed the Select Board Public Meeting Minutes of April 15, 2025. Mr. Whitley made a motion to approve the Select Board Public Meeting Minutes of April 15, 2025. Ms. McKeon seconded the motion.

**VOTE:** Dunlap, Whitley, Bram, and McKeon voted in favor of the motion, Donohoe abstained (not present), no votes against; **MOTION PASSED 4-0.**

- I. The Board reviewed the Select Board Public Meeting Minutes of April 18, 2025. Mr. Whitley made a motion to approve the Select Board Public Meeting Minutes of April 18, 2025. Ms. McKeon seconded the motion.

**VOTE:** Dunlap, Whitley, Donohoe, Bram, and McKeon voted in favor of the motion, no votes against; **MOTION PASSED 5-0.**

**IV. PUBLIC APPOINTMENTS:**

**A. NONPUBLIC SESSION - RSA 91-A: 3 II (b) Hiring**

Ms. Dunlap moved to go into a nonpublic session to discuss the hiring of a person as a public employee, under the provisions of Nonpublic Session RSA 91-A: 3 II (b). Mr. Whitley seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Steven Whitley	Yes
Jeffrey Donohoe	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

**MOTION PASSED 5-0.**

The Board, the Department Head Town Administrator Search Committee, and the Town Administrator went into nonpublic session, as recorded separately, at 5:37 p.m. The Board returned to public session at 6:02 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley moved to seal the minutes of the just completed nonpublic session until an offer is accepted because it was determined that divulgence of this information could render the decision ineffective. Mr. Donohoe seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Steven Whitley	Yes
Jeffrey Donohoe	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

**MOTION PASSED 5-0.**

- B. Police Chief TJ Hennessey, RE: Police Unity Tour Request –** Chief Hennessey provided a brief overview of the history and goals of the Police Unity Tour, which takes place in May, traveling between New Jersey and Washington, DC. He requested permission from the Board to represent Hopkinton, riding in uniform, on the Hopkinton Police Department motorcycle, as an escort for the bicyclists participating in the tour. Brief discussion ensued, regarding details of the ride, and Mr. Donohoe made a motion to approve Police Chief Hennessey’s participation in the Police Unity Tour. Ms. Bram seconded the motion.

**VOTE:** Dunlap, Whitley, Donohoe, Bram, and McKeon voted in favor of the motion, no votes against; **MOTION PASSED 5-0.**

After another brief discussion of insurance coverage, Mr. Cass noted he would get clarification on the details of workers’ compensation coverage for Chief Hennessey during work hours.

C. Public Hearing, RE: Sewer Rates – Mr. Cass presented a slide-based overview of the proposed sewer rate changes and results from a recent rate study, and reviewed the Board-voted recommendation from their previous meeting. The proposed rate increase would be 30% each year for three years (2025, 2026, and 2027), with review in 2028 and 2029, resulting in the following changes:

- Fixed user fee increasing from \$340/year to \$442/year.
- Per gallon use fee up to 9,000 gallons increasing from .003 cents per gallon to .00975 cents per gallon.
- Per gallon use fee over 9,000 gallons increasing from .0075 cents per gallon to .00975 cents per gallon.

After a brief discussion, Chair Dunlap invited the public to share comments and questions. The following residents spoke:

- Gayle Kimball – noted that she is in favor of the rate increase, and asked when, if ever, there will be a discussion regarding users of the sewer system paying for the cost of related capital improvements and operating costs, as she believes this is important.
- Loren Clement – asked for clarification of one of the figures in the slide presentation, and asked if there might be an increase in Contoocook Village Precinct tax amount.

Mr. Cass pointed out that since Hopkinton sewer bills and CVP water bills come on the same invoice, it may be a bit confusing, but they are entirely separate entities. He noted that part of the CVP water system is paid through taxation of properties in the Precinct and part is paid by CVP water user fees, and added that although the Precinct has done an extensive study, they have not come to any conclusions on changes. For any changes to take effect, there would be a process to follow, including a Public Hearing to raise user fees and working through the budget process to raise the tax rate.

There being no additional public participants, Chair Dunlap closed the Public Hearing and invited Board member discussion. Mr. Whitley noted that, although he was not at the previous Board meeting, he is in support of the Board's recommendation to increase rates by 30% each year for three years.

Mr. Donohoe made a motion to adopt the rates as proposed. Ms. McKeon seconded the motion.

**VOTE:** Dunlap, Whitley, Donohoe, Bram, and McKeon voted in favor of the motion, no votes against; **MOTION PASSED 5-0.**

- D. Byron Carr and Michelle Cedillo, RE: Riverway Park – Sharing a brochure and a detailed proposed plan, as well as a poster depicting a visual of their proposed master plan, Mr. Carr presented detailed information related to their vision for Riverway Park. It was noted that they have spent about a year talking with people at various events and gatherings in town, collecting opinions and input.

Ms. Cedillo presented information regarding their proposal to establish a committee, whose members would essentially act as keepers of the park, working in coordination with the Board. Discussion ensued regarding the experiences of Mr. Carr and Ms. Cedillo during their time interacting with residents; details of their process and timeline; independent groups in town that have expressed interest in volunteering with park projects; possible overlap with already established committees and groups; the feasibility and sustainability of another committee; and the practicality of maintenance, the pump house, and related concerns.

In addition to comments of Board members, Mr. Cass, Ms. Cedillo, and Mr. Carr, residents Bonnie Christie (Zoom), David White, Loren Clement, and Amanda Gilman (Zoom) shared opinions and provided input regarding the ideas being proposed for the park and the possible formation of a committee.

It was also noted that the Town has completed multiple improvement projects in the park, that there are policies in place regarding certain features on Town properties, and that there are many aspects that must be considered.

Mr. Carr and Ms. Cedillo will bring specific requests to a Board meeting in the near future, and Mr. Whitley and Mr. Cass requested that there be advance notification, so there is time to invite Town personnel to the meeting, and that any supporting documentation to be presented should be provided to the Town no later than the Friday before the meeting they plan to attend.

## **V. OLD BUSINESS:**

Approval of Updated Purchasing Policy – Mr. Cass noted that there have been no changes since the draft the Board had most recently seen. Mr. Donohoe made a motion to adopt the updated Purchasing Policy; Ms. McKeon seconded the motion.

**VOTE:** Dunlap, Whitley, Donohoe, Bram, and McKeon voted in favor of the motion, no votes against; **MOTION PASSED 5-0.**

## **VI. NEW BUSINESS:**

- A. Resolution for Loans – Mr. Cass noted that there are two Resolutions for the Clean Water Revolving Fund loans, one for the lagoon cleanup and one for the cameraing, that authorize Finance Director Kelly Henley and Grant Coordinator Beverly Mesa-Zendt to complete the paperwork, and Chair Dunlap and Mr. Whitley to sign the applications.

Mr. Whitley made a motion to adopt the Resolution for the Hopkinton-Webster Septage Lagoon Closure Project. Ms. McKeon seconded the motion.

**VOTE:** Dunlap, Whitley, Donohoe, Bram, and McKeon voted in favor of the motion, no votes against; **MOTION PASSED 5-0.**

Mr. Whitley made a motion to adopt the Resolution for the Hopkinton Wastewater Infrastructure Condition Assessment – AMP Phase 2. Ms. McKeon seconded the motion.

**VOTE:** Dunlap, Whitley, Donohoe, Bram, and McKeon voted in favor of the motion, no votes against; **MOTION PASSED 5-0.**

The full Resolutions adopted are included at the end of the meeting minutes.

- B. Year-to-Date Financials – Due to a payroll software glitch, Mr. Cass recommended this update be postponed until the next Board meeting

## **VII. TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted:

- Following up on a request from the Board at a meeting quite a while ago, he would like to get equipment set up so committees and groups that meet at Town Hall should be able to easily record meetings, and videos can be viewed online. A brief discussion of this subject ensued.
- He met with Laura Taylor, Mike Flynn, and Jim Rozycki from the School District and reviewed joint concerns:
  - It is time for the heating oil to go out to bid; the School District manages this.
  - Some field use and related agreements need to be updated; he will leave them to be updated.
  - School and Town are in the risk pool with Health Trust, and although locked in a contract with Health Trust through June 2026, Health Trust may no longer be an option beyond that time. To be proactive, Ms. Taylor is meeting with some private vendors.

## **VIII. PUBLIC FORUM:**

There were no comments or questions for Public Forum.

## **IX. BOARD COMMITTEE UPDATES:**

Mr. Donohoe noted he had attended the recent Waste Reduction Committee meeting and he briefly reviewed the topics that were discussed. Chair Dunlap noted that during the Select Board visit to the Transfer Station, they talked about the steep area where windblown trash collects. Brief discussion ensued regarding this problem, and it was suggested the fence project could be taken on by the Waste Reduction Committee, perhaps in conjunction with others. Ms. McKeon noted that she would like to organize a volunteer day, to help with cleaning up some of the areas at the Transfer Station.

**X. OTHER:**

Discussion ensued regarding smaller, detailed group proposals; projects in town; the process for requesting to meet with and make presentations to the Select Board; and this evening's presentation related to Riverway Park.

**XI. NONPUBLIC SESSIONS:**

NONPUBLIC SESSION IV-RSA 91-A: 3 II (d) Sale of Town Owned Property

Mr. Whitley moved to go into a nonpublic session to discuss the sale of property under the provisions of Nonpublic Session RSA 91-A: 3 II (d). Ms. McKeon seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Steven Whitley	Yes
Jeffrey Donohoe	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

**MOTION PASSED 5-0.**

The Select Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:13 p.m. The Board returned to public session at 8:32 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information could render the decision ineffective. Mr. Donohoe seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Steven Whitley	Yes
Jeffrey Donohoe	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

**MOTION PASSED 5-0.**

NONPUBLIC SESSION - RSA 91-A: 3 II (b) Hiring

Ms. Whitley moved to go into a nonpublic session to discuss the hiring of a person as a public employee under the provisions of Nonpublic Session RSA 91-A: 3 II (b). Ms. McKeon seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Steven Whitley	Yes
Jeffrey Donohoe	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

**MOTION PASSED 5-0.**

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:32 p.m. The Board returned to public session at 8:52 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley moved to seal the minutes of the just completed nonpublic session until an offer is accepted because it was determined that divulgence of this information could render the decision ineffective. Mr. Donohoe seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Steven Whitley	Yes
Jeffrey Donohoe	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

**MOTION PASSED 5-0.**

**XII. ADJOURNMENT**

There being no further business, Ms. Dunlap moved that the meeting be adjourned. Ms. Bram seconded the motion. All members voted in favor and the meeting was declared adjourned at 8:52 p.m.

Respectfully submitted,

Cara Johnson  
Administrative/Assessing Assistant

**Designation of Authorities for Clean Water SRF Loan**

WHEREAS,

**Town of Hopkinton, New Hampshire**

(Legal Name of Applicant)

after thorough consideration of the nature of its water pollution problem, hereby determines that the construction of certain works, generally described as:

**Hopkinton-Webster Septage Lagoon Closure Project**

(the Project) is desirable and in the public interest, and to that end it is desired to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Wq 500, which relate to loans from the Clean Water State Revolving Fund, and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY

**The Hopkinton Select Board**

the governing body or Board of Directors of said Applicant, as follows:

1. That the person holding the position of **Finance Director** (Title) currently held by, **Kelly Henley** (Name) is hereby designated as the Authorized Representative of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Wq 500, furnishing such information, data, and documents pertaining to the Applicant for a loan as may be required;
2. That if such loan be made, the following position(s), currently held by the following individual(s), is/are the Authorized Representative(s) of the Applicant for the purpose of signing any documents pertaining to the disbursement of funds to the loan recipient.

Position Title	Name
Finance Director	Kelly Henley
Grant Coordinator	Beverly Mesa-Zendt

3. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.
4. That a certified copy of this resolution be included as part of the application to be submitted for a loan.
5. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.

Position Title	Name
Select Board Chair	Sabrina Dunlap
Select Board Vice Chair	Steven Whitley

- 6. That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

VOTED: By the Hopkinton Select Board at its properly posted regularly scheduled meeting on Monday, April 21, 2025.

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification.

ATTEST:

Date: \_\_\_\_\_

\_\_\_\_\_  
Christine Johnson, Town Clerk/Tax Collector

**Designation of Authorities for Clean Water SRF Loan**

WHEREAS,

**Town of Hopkinton, New Hampshire**

(Legal Name of Applicant)

after thorough consideration of the nature of its water pollution problem, hereby determines that the construction of certain works, generally described as:

**Hopkinton Wastewater Infrastructure Condition Assessment – AMP Phase 2**

(the Project) is desirable and in the public interest, and to that end it is desired to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Wq 500, which relate to loans from the Clean Water State Revolving Fund, and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY

**The Hopkinton Select Board**

the governing body or Board of Directors of said Applicant, as follows:

1. That the person holding the position of Finance Director (Title) currently held by, Kelly Henley (Name) is hereby designated as the Authorized Representative of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Wq 500, furnishing such information, data, and documents pertaining to the Applicant for a loan as may be required;
2. That if such loan be made, the following position(s), currently held by the following individual(s), is/are the Authorized Representative(s) of the Applicant for the purpose of signing any documents pertaining to the disbursement of funds to the loan recipient.

Position Title	Name
Finance Director	Kelly Henley
Grant Coordinator	Beverly Mesa-Zendt

3. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.
4. That a certified copy of this resolution be included as part of the application to be submitted for a loan.
5. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.

Position Title	Name
Select Board Chair	Sabrina Dunlap
Select Board Vice Chair	Steven Whitley

6. That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

VOTED: By the Hopkinton Select Board at its properly posted regularly scheduled meeting on Monday, April 21, 2025.

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification.

ATTEST:

Date: \_\_\_\_\_

\_\_\_\_\_  
Christine Johnson, Town Clerk/Tax Collector